

## Contingent License Requirements

- Contingent License – Applicants must meet or exceed criteria of a Model Law Engineer in order to be eligible for a Contingent License. A Contingent License **does not** guarantee permanent licensure. If the Board requests more information when the application is reviewed at a Board Meeting, your Contingent License will be terminated. If your permanent license is approved, you will receive a permanent licensure number, a pocket card showing the permanent number and a wall certificate.
- Qualifications of a Model Law Engineer are:
  - You have a BS degree in engineering that is ABET accredited
  - You have taken and passed both the NCEES FE & PE exams without veteran's preference points
  - You have at least 48 months of experience after your BS degree that can be verified by a PE supervisor or PE associate
  - You can obtain 5 references (3 of which must be PE's with personal knowledge of your experience) and
  - You do not have a criminal record and you have not had disciplinary action taken against you by another state board

If any one of the above criteria cannot be met, you cannot be approved for a Contingent License and your application must be reviewed by the Board at the next scheduled Board Meeting to determine if you meet the qualifications to become licensed in Alabama.

## How to Apply for Contingent License

The application process is the same for Contingent License Applicants and Non-Contingent Applicants.

- You must send in the application, \$50 application fee, Verification of Licensure Form(s), Transcript(s), Verification of Experience Forms and Reference forms.

**Contingent Licenses will only be issued on Fridays. All information must be received no later than Thursday prior to a Contingent License being issued.**

Once all information is received and your application has been reviewed and it is determined that you are a Model Law engineer, a Contingent License will be mailed to you. Once the Board has ratified your application at a Board Meeting, a permanent license number will be issued and mailed to you.

## How to Use the Contingent License

While practicing under a Contingent License in this State, the holder thereof will affix to all plans and documents for use and execution in this State, the seal or stamp required in the State where he is currently licensed with the added notation: "Practicing in the State of Alabama under Contingent License No."

## Difference Between Interim Permit and Contingent License

- Interim Permit and Contingent License are similar. You will only need to apply for an interim permit if you are **NOT** a Model Law Engineer.